

MISSOURI WIC STATE PLAN- SECTION 2
INSTRUCTIONS FOR LOCAL AGENCY OPERATIONS
(PROCEDURE MANUAL)

Policy Title	Policy Number
<u>DEFINITIONS</u>	
I. VENDOR MANAGEMENT	
Food Instrument Redemption at Authorized Stores	ER#3.08300
Local WIC Provider/WIC Authorized Retailer Role	ER#3.08400
Partial Infant Formula Food Instrument Redemption Form (WIC-21)	ER#3.08500
Conflict of Interest	ER#3.08800
II. NUTRITION SERVICES	
Breastfeeding	
Breast Pump Policy	ER#6.05100
LWP Nutrition Personnel: Breastfeeding Coordinator	ER#6.05000
Local WIC Provider Responsibility: Supportive Breastfeeding Environment	ER#6.05050
Breastfeeding Peer Counseling	
Local Agency Personnel: Breastfeeding Peer Counselor Job Description	ER#6.00200
Local Agency Personnel: Breastfeeding Peer Counseling Program Coordinator Job Description	ER#6.00100
Local Agency Personnel: Senior Breastfeeding Peer Counselor Job Description	ER#6.00050
Compensation of Peer Counselors	ER#6.00300
Documentation of Participant Contacts	ER#6.01000
Referrals of Breastfeeding Participants	ER#6.01500
Breastfeeding Peer Counseling Social Media	ER#6.01600
Local Agency Cell Phone Usage	ER#6.01700
Food Package	
Food Package: State and Local Agency Responsibility	ER#2.01200
WIC Approved Food List	ER#2.06600
Food Selection Criteria	ER#2.06700
Primary Contract Infant Formula	ER#2.06750
Exempt Infant Formula and Medical Food Selection	ER#2.06760
Cash Value Benefit/Voucher (CVB/CVV)	ER#2.06950
Guidelines for Issuance of Formulas, WIC-Eligible Nutritionals, and Other Supplemental Foods under Food Package III	ER#2.07000
Return and Replacement of Standard Formula, Exempt Formula or WIC Eligible Nutritionals	ER# 2.07400
Guidelines for Issuance of Food Package 1 & II to Infants	ER#2.07600
Guidelines for Issuance of Food Package IV to Children	ER#2.07800
Guidelines for Issuance of Food Packages V, VI and VII to Women	ER#2.07900

Guidelines for Food Issuance: Homeless Women, Infants and Children	ER#2.08100
Prorated Food Packages	ER#2.08500
Nutrition	
Training Local WIC Providers	ER#1.01550
State Agency Responsibility: Nutrition Education	ER#2.01000
Local WIC Provider Nutrition Personnel: Nutritionist	ER#2.01400
Local WIC Provider Nutrition Personnel: Nutrition Coordinator	ER#2.01450
Local WIC Provider Nutrition Personnel: Competent Professional Authority	ER#2.01500
Local WIC Provider Personnel: WIC Certifier	ER#2.01650
Local WIC Provider Personnel: Health Professional Assistant (HPA)	ER#2.01700
Care Plans and High-Risk Risk Factors	ER#2.02900
Serving Homeless Persons	ER#2.05200
Policy for Homelessness 801 & Migrancy 802	ER#2.05875
Initial Nutrition Education Contact	ER#2.06000
Guidelines for Nutrition Education: Approved Resources	ER#2.06200
Alternative Methods of Providing Nutrition Education (Web based, Self-Paced Modules, Telephone and E-mail)	ER#2.06300
Effective Nutrition Education: Standards, Participant-Centered Goals, Delivery Methods and Documentation	ER#2.06400
III. INFORMATION SYSTEMS	
Equipment Inventory	ER#1.04900
WIC Equipment: Temporary Loan, Repair and Replacement	ER#1.05100
Communication Lines with MOWINS	ER#1.05300
Income Guidelines	ER#3.01200
WIC Applications, Access, User Names, Passwords and Security	ER#3.01400
Processing of Application & Issuance of Food Instruments When the Data System or Computer Equipment Fails	ER#3.01450
Participant ID Numbers in WIC Data System	ER#3.02600
IV. ORGANIZATION AND MANAGEMENT	
Local WIC Provider (LWP) Personnel: WIC Coordinator	ER#1.01250
Appropriate Tasks: Administrative/Clerical	ER#1.01400
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Public Comment on WIC State Plan	ER#1.02250
WIC Operations Manual (WOM)	ER#1.02300
Local Agency Plan	ER#1.02700
Disaster/Emergency Preparedness Plan	ER#3.00500
State WIC Program Responsibilities	ER#3.01000
Local WIC Provider Administrative Management Responsibilities	ER#3.01100
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V. NUTRITION SERVICES AND ADMINISTRATION	
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Line Item: Personnel Benefits	ER#1.03500
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Line Item: Nutrition and Breastfeeding Materials	ER#1.04000
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WIC Program Income	ER#1.05450
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Physical Presence at Certification or Recertification	ER#2.02700
Guidelines for Annual Certifications, Mid-Certification Assessment (MCA), Data Collection and Risk Factor Assignment	ER#2.02800
Program Explanation to the Participant	ER#2.03200
Weight Standards for Women and Adolescent Females	ER#2.03300
Risk Factor 381 (Dental Problems)	ER#2.03900
Risk Factor 335 (Multifetal Gestation)	ER#2.03910
Risk Factor 131 (Low Maternal Weight Gain)	ER#2.04200
Underweight or at Risk of Underweight Infants and Children-RF 103	ER#2.04220
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Risk Factor 132 (Maternal Weight Loss During Pregnancy)	ER#2.04250
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Risk Factor 311 History of Preterm Delivery	ER#2.04260
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Risk Factor 372 Alcohol and Illegal Drug Use	ER#2.04280
Risk Factor 312 History of Low Birth Weight	ER#2.04290
Failure to Thrive-Risk Factor 134	ER#2.04300
Overweight or At Risk of Overweight (Infants and Children) RF 114	ER#2.04310
High Weight-for-Length (Infants and Children < 24 months of age) - Risk Factor 115	ER#2.04315
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Risk Factor 201 Low Hematocrit/Hemoglobin	ER#2.04350
Risk Factor 211 (Elevated Blood Lead Level)	ER#2.04400
Risk Factor 101 Underweight Women	ER#2.04410
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Risk Factors 301, 302 and 303 Pregnancy Induced Conditions	ER#2.04450
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Risk Factor 701 (Infant of Previously at Risk Prenatal)	ER#2.05100
Risk Factor 902 (Primary Caregiver with Limited Ability to Make Feeding Decisions and/or Prepare Food)	ER#2.05150
Risk Factor 141 Low Birth Weight and Very Low Birth Weight	ER#2.05400
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Small for Gestational Age Risk Factor 151	ER#2.05600
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Environmental Tobacco Smoke (ETS) Exposure 904	ER#2.05825
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Exit Counseling	ER#2.06500
Applicants Processing	ER#3.01700
Residence Requirements for Participants	ER#3.01800
Income Assessment and Documentation	ER#3.02000
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Transfer of Certification and Verification of Certification (VOC)	ER#3.02900
Written Notification of Ineligibility	ER#3.03300
Notice of Expiration of Certification Period	ER#3.03400
Schedule of Annual Certification and Mid-Certification (MCA) Periods	ER#3.03500
Proxies and Authorized Representatives	ER#3.03800
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Participant Identification Folder (WIC 17)	ER#3.03950
IX. FOOD DELIVERY/FOOD INSTRUMENT ACCOUNTABILITY AND CONTROL	
Food Instrument Accountability and Liability	ER#3.04000
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Food Instrument Issuance - Mailing	ER#3.05500
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Food Instrument (FI) Replacement – Lost or Stolen Reported by Participant	ER#3.06200
Keying Food Instrument Disposition	ER#3.06400
Food Instrument Issuance Cycles	ER#3.08100
X. MONITORING AND AUDITS	
WIC Local Agency Nutrition Services Contract and Attachments	ER# 1.03250
State and Local WIC Provider Monitoring Process	ER# 1.05500
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